

Detailed Payroll System Yearend Schedule

PP 23/2008 – PP 04/2009

Please be aware of the following dates and issues that are important for yearend processing.

<i>Date</i>	<i>Description</i>
07/26/2008 – 12/12/2008	Quota corrections with an effective date between 07/26/2008 and 12/12/2008 may be entered up until 12/17/2008.
11/17/2008 – 12/18/2008	Check for money received from employees that were on Workers' Compensation and were buying back sick leave. These buy backs reduce taxable earnings if received before yearend. Also, check for payroll warrants that have not been cashed (those issued in error). If any are found, contact Pam Hansen (801-538-3121) or Mark Austin (801-538-3023) in the Division of Finance, Payroll Section.
11/17/2008 – 12/18/2008	Notify the Division of Finance, Payroll Section of any incorrect Social Security Numbers by sending an e-mail to: PAYROLL@utah.gov .
11/26/2008 – 11/28/2008	Run the Report of Annual/Converted Sick Over 320 Hours report (for Annual) and notify all employees listed that they will be losing leave while there is still time to use or donate the leave before it is lost. The last day for employees to use or donate any annual leave over 320 is 01/09/2009. The annual accrual for pay period #26 that ends on 01/09/2009 should be used or donated as well. <i>Run this report on Wednesday, Thursday or Friday of payday week to ensure the "Hours to be accrued" amount is accurate. If the report is run during the week of time entry, there is one extra pay period of accrual in the "Hours to be accrued" column.</i> Follow the Business Process Procedure for the Annual/Converted Sick Over 320 Hours Report available on the Division of Finance web page: http://finance.utah.gov/ (Payroll, Payroll User Manual section). These departments have opted to allow automatic donations to the department's sick leave bank of any annual leave hours (over 320) that are lost by employees during 2008 leave yearend processing: 030, 060, 080, 090, 100, 120, 130, 190, 270, 400, 410, 430, 450, 480, 550, 570, 600, 660, 680, 690, 710 and 810. <i>The transfer of lost annual hours to the department sick bank will occur automatically for these departments during LYE processing. DO NOT manually enter quota corrections to place these hours in the sick leave bank unless the hours need to be donated and used prior to pay period #26.</i>
11/27/2008 – 12/04/2008	Entry of payroll and leave information for pay period #23, end date 11/28/2008.
12/01/2008– 12/03/2008	Run the Calculate Converted Sick report for all employees with leave benefits who terminate employment during pay period #23. If the employee is eligible and wants to convert sick leave, department payroll staff shall enter the quota corrections to manually convert the sick leave prior to the cut-off for retirements and terminations. <i>Run this report for all employees who terminate prior to leave yearend processing, beginning with pay period #17 and for all pay periods that follow until leave yearend processing for the current calendar year has occurred.</i> Follow the Business Process Procedure for the Calculate Converted Sick Report available on the Division of Finance web page: http://finance.utah.gov/ (Payroll, Payroll User Manual section).
12/01/2008– 12/04/2008	Run the Pre-2006 Hours Moved Not Used Report for Pre06 Sick and Pre06 Converted Sick. Enter quota corrections to restore unused Pre06 Sick and Pre06 Converted Sick prior to leave yearend processing as outlined in FIACCT Policy 11-21.00: Use of Pre-2006 Sick and Converted Sick Leave Balances. <i>This report must also be run for all employees who terminate employment and quota corrections entered prior to the cut-off for retirements and terminations.</i> Follow the Business Process Procedure for the Pre 2006 Hours Moved Not Used Report available on the Division of Finance web page: http://finance.utah.gov/ in the Payroll, Payroll User Manual section.

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12/03/2008	Cutoff at 2 p.m. (Wednesday) for terminations that are entered in HRE to be approved by State Payroll for pay period #23.
12/08/2008	Beginning at 7 a.m. preliminary payroll processes for pay period #23, end date 11/28/2008. The time entry screen is closed while it processes. It usually finishes around 10 a.m.
12/09/2008	Beginning at 7 a.m. final payroll processes for pay period #23, end date 11/28/2008, paid 12/12/2008.
12/10/2008	Review payroll records for pay period #23 to see that amounts for each employee look reasonable. Immediately notify Pam Hansen (801-538-3121) in the Division of Finance, Payroll Section of any overpayments.
12/10/2008 – 12/11/2008	Encourage employees to verify that their name and address as listed on the check stub or deposit advice is correct, as this is where their W-2 form will be mailed. Employees with ESS access can view their pay statement on-line. Correct addresses on current and terminated employees in the personnel system, HRE. <u>The last day to enter address changes in HRE, to be included with W-2 processing, is 01/07/2009.</u>
12/10/2008 – 12/12/2008	Run the Report of Annual/Converted Sick Over 320 Hours report (for Annual) and notify all employees listed that they will be losing leave while there is still time to use or donate the leave before it is lost. The last day for employees to use or donate any annual leave over 320 is 01/09/2009. The annual accrual for pay period #26 that ends on 01/09/2009 should be used or donated as well. <u>Run this report on Wednesday, Thursday or Friday of payday week to ensure the "Hours to be accrued" amount is accurate. If the report is run during the week of time entry, there is one extra pay period of accrual in the "Hours to be accrued" column. Follow the Business Process Procedure for the Annual/Converted Sick Over 320 Hours Report available on the Division of Finance web page: http://finance.utah.gov/ (Payroll, Payroll User Manual section).</u>
	These departments have opted to allow automatic donations to the department's sick leave bank of any annual leave hours (over 320) that are lost by employees during 2008 leave yearend processing: 030, 060, 080, 090, 100, 120, 130, 190, 270, 400, 410, 430, 450, 480, 550, 570, 600, 660, 680, 690, 710 and 810. <u>The transfer of lost annual hours to the department sick bank will occur automatically for these departments during LYE processing. DO NOT manually enter quota corrections to place these hours in the sick leave bank unless the hours need to be donated and used prior to pay period #26.</u>
12/11/2008 – 12/17/2008	Entry of payroll and leave information for pay period #24, end date 12/12/2008. This is paid 12/26/2008, the last payday included in employee's W-2's for calendar year 2008.
12/15/2008 – 12/16/2008	Run the Calculate Converted Sick report for all employees with leave benefits who terminate employment during pay period #24. If the employee is eligible and wants to convert sick leave, department payroll staff shall enter the quota corrections to manually convert the sick leave prior to the cut-off for retirements and terminations. <u>Run this report for all employees who terminate prior to leave yearend processing, beginning with pay period #17 and for all pay periods that follow until leave yearend processing for the current calendar year has occurred. Follow the Business Process Procedure for the Calculate Converted Sick Report available on the Division of Finance web page: http://finance.utah.gov/ (Payroll, Payroll User Manual section).</u>
12/15/2008 – 12/17/2008	Run the Pre-2006 Hours Moved Not Used Report for Pre06 Sick <u>and</u> Pre06 Converted Sick. Enter quota corrections to restore unused Pre06 Sick and Pre06 Converted Sick prior to leave yearend processing as outlined in FIACCT Policy 11-21.00: Use of Pre-2006 Sick and

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Date	Description
	Converted Sick Leave Balances. <i>This report must also be run for all employees who terminate employment and quota corrections entered prior to the cut-off for retirements and terminations. Follow the Business Process Procedure for the Pre 2006 Hours Moved Not Used Report available on the Division of Finance web page: http://finance.utah.gov/ in the Payroll, Payroll User Manual section.</i>
12/16/2008	Cutoff at 2 p.m. (Tuesday) for terminations that are entered in HRE to be approved by State Payroll for pay period #24.
12/17/2008	Last day to enter quota corrections using an effective date between 07/26/2008 and 12/12/2008.
12/17/2008	Last date actions are updated in SAP with an effective date between 07/26/2008 and 12/12/2008.
12/18/2008	Last day to return any sick leave buy back checks or payroll warrants that are not cashed (those issued in error) to the Division of Finance, Payroll Section. If any are found after this date, contact Pam Hansen (801-538-3121) or Mark Austin (801-538-3023) then return the buy back check or payroll warrant to the Division of Finance, Payroll Section immediately.
12/18/2008	Last day to notify the Division of Finance, Payroll Section of any incorrect Social Security Numbers for W-2 processing.
12/18/2008	The Division of Finance, Payroll Section needs to correct any errors that may affect W-2 processing. Please notify Pam Hansen (801-538-3121) or Mark Austin (801-538-3023) of potential errors.
12/18/2008	Beginning at 7 a.m. preliminary payroll processes for pay period #24, end date 12/12/2008. The time entry screen is closed while it processes. It usually finishes around 10 a.m.
12/22/2008	Beginning at 7 a.m. final payroll processes for pay period #24, end date 12/12/2008, paid 12/26/2008. This is the last payday included in employee's W-2's for calendar year 2008.
12/22/2008	SAP is set with the "Earliest Retro Date" of 12/13/2008. Changes prior to 12/13/2008 are not allowed after this date.
12/13/2008 – 12/26/2008	Quota corrections with effective dates between 12/13/2008 and 12/26/2008 may be entered up until 12/31/2008 to be included with pay period #25 processing. <i>Quota corrections with effective dates between 12/13/2008 and 12/26/2008 may still be entered through 01/14/2009 to be included with pay period #26 processing.</i>
12/24/2008– 12/26/2008	Run the Report of Annual/Converted Sick Over 320 Hours report (for Annual) and notify all employees listed that they will be losing leave while there is still time to use or donate the leave before it is lost. The last day for employees to use or donate any annual leave over 320 is 01/09/2009. The annual accrual for pay period #26 that ends on 01/09/2009 should be used or donated as well. <i>Run this report on Wednesday, Thursday or Friday of payday week to ensure the "Hours to be accrued" amount is accurate. If the report is run during the week of time entry, there is one extra pay period of accrual in the "Hours to be accrued" column. Follow the Business Process Procedure for the Annual/Converted Sick Over 320 Hours Report available on the Division of Finance web page: http://finance.utah.gov/ (Payroll, Payroll User Manual section).</i>
	These departments have opted to allow automatic donations to the department's sick leave bank of any annual leave hours (over 320) that are lost by employees during 2008

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Date	Description
	leave yearend processing: 030, 060, 080, 090, 100, 120, 130, 190, 270, 400, 410, 430, 450, 480, 550, 570, 600, 660, 680, 690, 710 and 810. <u>The transfer of lost annual hours to the department sick bank will occur automatically for these departments during LYE processing, DO NOT manually enter quota corrections to place these hours in the sick leave bank unless the hours need to be donated and used prior to pay period #26.</u>
12/25/2008 – 12/31/2008	Entry of payroll and leave information for pay period #25, end date 12/26/2008.
12/26/2007– 12/28/2007	Run the Pre-2006 Hours Moved Not Used Report for Pre06 Sick <u>and</u> Pre06 Converted Sick. Enter quota corrections to restore unused Pre06 Sick and Pre06 Converted Sick prior to leave yearend processing as outlined in FIACCT Policy 11-21.00: Use of Pre-2006 Sick and Converted Sick Leave Balances. <u>This report must also be run for all employees who terminate employment and quota corrections entered prior to the cut-off for retirements and terminations.</u> Follow the Business Process Procedure for the Pre 2006 Hours Moved Not Used Report available on the Division of Finance web page: http://finance.utah.gov/ in the Payroll, Payroll User Manual section.
12/29/2008– 12/30/2008	Run the Calculate Converted Sick report for all employees with leave benefits who terminate employment during pay period #25. If the employee is eligible and wants to convert sick leave, department payroll staff shall enter the quota corrections to manually convert the sick leave prior to the cut-off for retirements and terminations. <u>Run this report for all employees who terminate prior to leave yearend processing, beginning with pay period #17 and for all pay periods that follow until leave yearend processing for the current calendar year has occurred.</u> Follow the Business Process Procedure for the Calculate Converted Sick Report available on the Division of Finance web page: http://finance.utah.gov/ (Payroll, Payroll User Manual section).
12/27/2008 – 01/14/2009	Last chance to enter quota corrections for the 2008 leave year. These quota corrections are included in the following 2008 yearend leave reports: Annual/Conv Sick Deleted at Year End (<i>Delete over 320</i>), Converted Sick Leave Processing, CYE Leave Sign Off (<i>Employee Summary</i>), and CYE Beginning Balances. Quota corrections with an effective date between 12/13/2008 and 12/26/2008 may be entered up through 01/14/2009. <u>Please use an effective date between 12/13/2008 and 12/26/2008 for sick bank transactions so they do not interfere with leave yearend processing.</u> Quota corrections entered with an effective date during pay period #26 may be entered up through 01/14/2009 and MUST be dated between 12/30/2008 and 01/08/2009. <u>The dates reserved for LYE processing are: 12/27/2008, 12/28/2008, 12/29/2008 and 01/09/2009. Please DO NOT use any of the reserved dates when entering quota corrections. Please do not enter sick bank transactions using an effective date during pay period #26, where possible use an effective date between 12/13/2008 and 12/26/2008. Any user who enters a quota correction and/or sick bank transaction using one of the dates reserved for LYE processing will be instructed to delete and re-enter the quota correction using a different date.</u>
12/29/2008	Last day for address changes to be entered in HRE for inclusion in W-2 processing.
12/30/2008	Cutoff at 2 p.m. (Tuesday) for terminations that are entered in HRE to be approved by State Payroll for pay period #25.
12/31/2008	Last day to enter quota corrections using an effective date between 12/13/2008 and 12/26/2008 (to be included with pay period #25 processing). <i>Once pay period #25 has been processed, quota corrections with an effective date between 12/13/2008 and 12/26/2008 may still be entered up through 01/18/2009.</i>

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<i>Date</i>	<i>Description</i>
01/05/2009	The Division of Finance sends all W-2's to State Mail. State Mail will then mail the W-2's to employees including those who have terminated.
01/05/2009	Beginning at 7 a.m. preliminary payroll processes for pay period #25, end date 12/26/2008. The time entry screen is closed while it processes. It usually finishes around 10 a.m.
01/06/2009	Beginning at 7 a.m., final payroll processes for pay period #25, end date 12/26/2008, paid 01/09/2009. This is the first payday included in employee's W-2's for calendar year 2009.
01/07/2009 – 01/09/2009	Run the Report of Annual/Converted Sick Over 320 Hours report (for Annual) and notify all employees listed that they will be losing leave while there is still time to use or donate the leave before it is lost. The last day for employees to use or donate any annual leave over 320 is 01/09/2009. The annual accrual for pay period #26 that ends on 01/09/2009 should be used or donated as well. <u>Run this report on Wednesday, Thursday or Friday of payday week to ensure the "Hours to be accrued" amount is accurate. If the report is run during the week of time entry, there is one extra pay period of accrual in the "Hours to be accrued" column. Follow the Business Process Procedure for the Annual/Converted Sick Over 320 Hours Report available on the Division of Finance web page: http://finance.utah.gov/ (Payroll, Payroll User Manual section).</u> These departments have opted to allow automatic donations to the department's sick leave bank of any annual leave hours (over 320) that are lost by employees during 2008 leave yearend processing: 030, 060, 080, 090, 100, 120, 130, 190, 270, 400, 410, 430, 450, 480, 550, 570, 600, 660, 680, 690, 710 and 810. <u>The transfer of lost annual hours to the department sick bank will occur automatically for these departments during LYE processing, DO NOT manually enter quota corrections to place these hours in the sick leave bank unless the hours need to be donated and used prior to pay period #26.</u>
01/08/2009 – 01/14/2009	Entry of payroll and leave information for pay period #26, end date 01/09/2009.
01/12/2009 – 01/14/2009	Run the Pre-2006 Hours Moved Not Used Report for Pre06 Sick <u>and</u> Pre06 Converted Sick. Enter quota corrections to restore unused Pre06 Sick and Pre06 Converted Sick prior to leave yearend processing as outlined in FIACCT Policy 11-21.00: Use of Pre-2006 Sick and Converted Sick Leave Balances. <u>This report must also be run for all employees who terminate employment and quota corrections entered prior to the cut-off for retirements and terminations. Follow the Business Process Procedure for the Pre 2006 Hours Moved Not Used Report available on the Division of Finance web page: http://finance.utah.gov/ in the Payroll, Payroll User Manual section.</u>
01/09/2009	Last day for employees to use or donate any annual leave over 320. The annual accrual for pay period #26 that ends 01/09/2009 should be used or donated as well.
01/09/2009	Last day for FLSA Exempt employees with an Anniversary Comp Delete Period of 26 to use or lose comp time accrued between 1/12/2008 and 01/09/2009. The comp time is not deleted until pay period 01/2009, to allow employees to use it up through 01/09/2009. As a result, comp time earned in pay period 01/2008 is removed as well. <u>The Comp Delete Report for this period is available on 01/26/2009.</u> Additional information regarding the restoration of comp earned and deleted in pay period 01/2009 is included on Page 7 of this document. See "01/26/2009 – 01/26/2009 Run the Comp Delete Report for FLSA Exempt Employee's..." Follow the Business Process Procedure for the Comp Delete Report available on the Division of Finance web page: http://finance.utah.gov/ (Payroll, Payroll User Manual section).

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<i>Date</i>	<i>Description</i>
01/09/2009	Last day for employees to notify their departments that they DO NOT want to convert sick leave during leave yearend processing. <u>This year, Department Payroll Coordinators must change the Convert Sick Leave flag to 'No' in the Choose Optional Processes transaction in SAP no later than 01/14/2009 to prevent the sick leave conversion.</u>
01/12/2009 – 01/13/2009	Run the Calculate Converted Sick report for all employees with leave benefits who terminate employment during pay period #26. If the employee is eligible and wants to convert sick leave, department payroll staff shall enter the quota corrections to manually convert the sick leave prior to the cut-off for retirements and terminations. <u>Run this report for all employees who terminate prior to leave yearend processing, beginning with pay period #17 and for all pay periods that follow until leave yearend processing for the current calendar year has occurred.</u> Follow the Business Process Procedure for the Calculate Converted Sick Report available on the Division of Finance web page: http://finance.utah.gov/ (Payroll, Payroll User Manual section).
01/13/2009	Cutoff at 2 p.m. (Tuesday) for terminations that are entered in HRE to be approved by State Payroll for pay period #26.
01/14/2009	Last day Payroll Coordinators can change the Convert Sick Leave flag to 'No' in the Choose Optional Processes transaction in SAP to prevent the sick leave conversion.
01/14/2009	Last chance to enter quota corrections for the 2008 leave year. These quota corrections are included in the following 2008 yearend leave reports: Annual/Conv Sick Deleted at Year End (<i>Delete over 320</i>), Converted Sick Leave Processing, CYE Leave Sign Off (<i>Employee Summary</i>), and CYE Beginning Balances. Quota corrections with an effective date between 12/13/2008 and 12/26/2008 may be entered up through 01/14/2009. <u>Please use an effective date between 12/13/2008 and 12/26/2008 for sick bank transactions so they do not interfere with leave yearend processing.</u> Quota corrections entered with an effective date during pay period #26 may be entered up through 01/14/2009 and MUST be dated between 12/30/2008 and 01/08/2009. <u>The dates reserved for LYE processing are: 12/27/2008, 12/28/2008, 12/29/2008 and 01/09/2009. Please DO NOT use any of the reserved dates when entering quota corrections. Please do not enter sick bank transactions using an effective date during pay period #26, where possible use an effective date between 12/13/2008 and 12/26/2008. Any user who enters a quota correction and/or sick bank transaction using one of the dates reserved for LYE processing will be instructed to delete and re-enter the quota correction using a different date.</u>
01/15/2009	Beginning at 7 a.m. preliminary payroll processes for pay period #26, end date 01/09/2009. The time entry screen is closed while it processes. It usually finishes around 10 a.m.
01/15/2009	Last chance to run the Report of Current Leave Balances before leave yearend processing occurs. This report will be locked on 1/20/2009 and will not be available again until after LYE processing has been completed.
01/20/2009	Beginning at 7 a.m. final payroll processes for pay period #26, end date 01/09/2009, paid 01/23/2009.

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<i>Date</i>	<i>Description</i>
01/20/2009 – 01/22/2009	<p>Leave yearend processing. The Division of Finance, Payroll section completes the following:</p> <ol style="list-style-type: none"> Delete annual and converted sick over 320 (including the accrual for pay period #26). <u>12/27/2008</u> is the effective date used to delete the hours that are lost for departments that do not automatically donate the lost hours to the leave bank. <u>12/28/2008</u> is the effective date used to delete the hours that are lost for departments that automatically donate the lost hours to the leave bank. Automatic conversion of sick leave for pay periods 01/2008 – 26/2008 covering these dates 01/12/2008 – 01/09/2009. Sick leave conversion amounts for eligible employees are calculated from leave earned and used as recorded in the Payroll System. <u>12/29/2008</u> is the effective date used to reduce sick and increase converted sick and/or increase annual leave for employees that are close to or at the 320 hour maximum for converted sick. Leave yearend report processing including: Annual/Conv Sick Deleted at Year End (<i>Delete over 320</i>), Converted Sick Leave Processing, CYE Leave Sign Off (<i>Employee Summary</i>), and CYE Beginning Balances.
01/23/2009	Department payroll staff may print the following 2008 yearend leave reports: Annual/Conv Sick Deleted at Year End (<i>Delete over 320</i>), Converted Sick Leave Processing, CYE Leave Sign Off (<i>Employee Summary</i>), and CYE Beginning Balances.
01/23/2009	The Pre 2006 Hours Moved Not Used Report for Pre06 Sick and Pre06 Converted Sick will now default to: First Year (2006) and Number of Years (4). <i>This report updates with time evaluation.</i>
01/23/2009 – 01/29/2009	Entry of payroll and leave information for pay period #01, end date 01/23/2009.
01/26/2009 – 01/29/2009	<p>Run the Comp Delete Report for FLSA Exempt employees with an Anniversary Comp Delete Period of 26. The comp time is not deleted until pay period 01/2009 to allow employees to use it up through 01/09/2009. As a result, comp time earned in pay period 01/2009 is also removed. <u>A quota correction to increase the comp by the number of hours in the “Earned in year-period 200901” column should be entered using an effective date between 01/24/2009 and 02/06/2009 (an effective date that is two pay periods after the anniversary period 26 must be used).</u> Follow the Business Process Procedure for the Comp Delete Report available on the Division of Finance web page: http://finance.utah.gov/ in the Payroll, Payroll User Manual section.</p>
01/26/2009 – 02/11/2009	Departments may enter quota corrections for employees that did not convert sick leave because of errors with the leave record. Use an effective date of 01/10/2009 or later. Make a note of any adjustments made before having the employee sign off on the ‘LYE Leave Summary By Employee’ report. The employee should also initial and date the noted comments so there is no question as to why the adjustment was made.
01/28/2009	Cutoff at 2 p.m. (Wednesday) for terminations that are entered in HRE to be approved by State Payroll for pay period #01.
02/02/2009	Beginning at 7 a.m. preliminary payroll processes for pay period #01, end date 01/23/2009.

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Date	Description
	The time entry screen is closed while it processes. It usually finishes around 10 a.m.
02/03/2009	Beginning at 7 a.m. final payroll processes for pay period #01, end date 01/23/2009, paid 2/06/2009.
02/05/2009 – 02/11/2009	Entry of payroll and leave information for pay period #02, end date 02/06/2009.
02/10/2009	Cutoff at 2 p.m. (Tuesday) for terminations that are entered in HRE to be approved by State Payroll for pay period #02.
02/12/2009	Beginning at 7 a.m. preliminary payroll processes for pay period #02, end date 02/06/2009. The time entry screen is closed while it processes. It usually finishes around 10 a.m.
02/17/2009	Beginning at 7 a.m. final payroll processes for pay period #02, end date 02/06/2009, paid 2/20/2009.
02/19/2009 – 02/26/2009	Entry of payroll and leave information for pay period #03, end date 02/20/2009.
02/25/2009	Cutoff at 2 p.m. (Wednesday) for terminations that are entered in HRE to be approved by State Payroll for pay period #03.
02/28/2009	Last day for employees to notify the payroll person to not convert sick leave. The payroll person then enters quota corrections to reverse the conversion. Use an effective date of 01/10/2009 or later. Make a note of any adjustments made before having the employee sign off on the 'LYE Leave Summary By Employee' report. The employee should also initial and date the noted comments so there is no question as to why the adjustment was made.
03/02/2009	Beginning at 7 a.m. preliminary payroll processes for pay period #03, end date 02/20/2009. The time entry screen is closed while it processes. It usually finishes around 10 a.m.
03/03/2009	Beginning at 7 a.m. final payroll processes for pay period #03, end date 02/20/2009, paid 03/06/2009.